

## ECF Class Requirements and Training Schedule

<b>Class Size</b>	<p>Portland training room – maximum 8 trainees; Bangor training room – maximum 14 trainees.</p> <p><i>Note:</i> These maximum numbers are based on seats available.</p>
<b>Class length/time</b>	<p>Approx. 3.5 hours: - Start time: 9:00 a.m. (Portland) Start time: 9:00 a.m. (Bangor)</p>
<b>Prerequisites</b>	<p><u>Office</u> must meet all system software and hardware requirements listed on this web site.</p> <p><u>Attendees</u> must be familiar with web browsers, Adobe Acrobat, creating PDF files, scanning documents, Windows navigation, email, etc.</p>
<b>Registration requirements</b>	<p>Attorney must complete and sign Attorney Registration Form and Credit Card Blanket Authorization Form which are both attached to the Administrative Procedures.</p>
<b>Class requirements</b>	<p>Attorney must participate in the training. A login and password will be issued at the completion of the class.</p>
<b>How to register for class</b>	<p>Call Nancy Carter, 207-945-0348 ext.226 for Bangor registrations Call Kelli Felkel, 207-780-3482 ext. 233 for Portland registrations</p>
<b>Available Dates</b>	<p><u>Bangor:</u></p> <p><u>Portland:</u> <b>October 15</b></p>